Obtaining a Data Portrait

www.micis.org

Click "Data Portrait Reports" (left blue column)

Security Alert – OK

Security Area – Yes

Reports Listed on Left

- Students by ISD and Age Range
- Students by LEA and IDEA Age Range
- Students by LEA and Handicapping Condition
- Special Ed ISD Summary
- Special Ed LEA Summary

Special Ed LEA Summary

• Period: Select Count Year (e.g. December, 2003)

• ISD Select ISD (e.g. Ingham ISD)

• LEA Select LEA (e.g. Lansing Public Schools)

Comparison Choose three if you like

ISD, LEA, Click arrow button →

Click Preview Button - then click "YES"

Wait for Report

Report is an Acrobat PDF file.

- Save report to your hard drive
- Upper left hand corner click "disk image"
- Choose path for saving
- · Give file a name
- Click "SAVE"

Generate additional reports

Close MI-CIS window

Done